



PERSONNEL DATA SYSTEMS, INC.

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MEMO TO: MR. ROLAND E. STEWART
EXECUTIVE DIRECTOR
BUSINESS & INDUSTRIAL COORDINATING COUNCIL
NEWARK, NEW JERSEY

FROM: MSSRS. R. A. FRAUENHEIM & M. I. YOUGHAN
ADP PERSONNEL DATA SYSTEMS, INC.

SUBJECT: REVISED OPERATIONS PLAN FOR OEO PROJECT

I. INTRODUCTION AND BACKGROUND

Based on our discussions and review of operations to date, the operations plan has been revised and is recommended for immediate implementation. This revised plan is consistent with pages 1 through 3 Clause I Statement of Work of the OEO contract. Copies of these pages were given Att. to you at the initiation of our work.

During the development of the revised operations plan, consideration was given to the current job market, economic and environmental conditions in Newark, and the results achieved to date under present operating conditions.

It is apparent that the major problem in placement of applicants in the Newark area is, as we anticipated, the development of sufficient job openings to provide enough variety of matches for an individual applicant. In addition, we want to insure that any applicant who comes to the BICC for assistance and placement does not get lost in the files if an immediate placement is not available. Therefore, the "people bank" which BICC has already started and which has been successfully used in the New Brunswick Field tests for the Department of Labor and Industry will also be maintained. However, recognizing that people are prone to movement, to finding their own jobs out of necessity and may enter and leave

the job market for a variety of reasons, it will be necessary to actively monitor and maintain the "people bank" in a current status. Applicants' profiles should not be retained in the "people bank" for an indefinite length of time but rather for a predetermined period so that they actually constitute a viable register of applicants. This will permit new job openings to be matched to a current "people bank" for potential placement prior to the jobs being entered into the "job bank".

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The following paragraphs will outline specifically the activities required in the job development area and in the applicant processing area.

II. JOB DEVELOPMENT AND COLLECTION - NUMBER AND TIME FRAME

Obviously, the larger the number of job profiles which are collected, the greater the probability of successful placement of applicants in jobs. It appeared to be feasible at the outset of the program to develop and collect three "JOCLs" each day for the entire period of the program. However, based upon BICC's experience to date and actual job conditions, it would appear that two job profiles per day is a more realistic and potentially achievable number to develop.

9 mo = 39 wks
or 195 days
w/ 4 hrs off

Utilizing the same number of job development staff which had been previously provided, greater emphasis can be placed upon the job development and collection activity. As agreed previously, the staff of ADP Personnel Data Systems will be available in a support capacity, based upon request from BICC, to assist in the actual JOCL job profile collection activity. Requests for such support from ADP Personnel Data Systems will have to be scheduled as soon as possible after the jobs are developed to allow immediate processing of BICC applicants against the new jobs.

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By whom?

To further assist in vocational evaluation and job development activities directed at a particular client, the ADP Personnel Data Systems Job Cluster Register has been made available to BICC staff for operational purposes.

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III. APPLICANTS TO BE PROCESSED

1. Number and Time Frame

The criteria for applicant screening are that the applicant be actively engaged in seeking permanent full time employment and be immediately available for placement. The distribution of clients by ethnic group must be in accordance with Clause I Section A 2 of the OEO contract noted previously in paragraph I above.

If there are any specialized groups of applicants that may come from a single source outside the BICC as part of any special program that BICC may normally be engaged in, ADP Personnel Data Systems, Inc. should be notified in advance of BICC's intent to process these groups. In this manner, ADP Personnel Data Systems, Inc. will insure compliance with the provisions of the OEO contract, and more importantly, ADP Personnel Data Systems, Inc.'s professional staff will act in an advisory capacity to determine the most effective way to match these individuals against the job bank and to provide them with the maximum services available under the OEO contract.

Approximately 30 to 35 applicants per week are to be processed for a 35 week period. The aggregate number of individuals to be processed in that time to be between 1,000 and 1,200 in total.

2. The Match Strategy

The strategy to be employed in the program is that any new applicant who comes in seeking employment at BICC should have the SICL administered and his profile matched against the existing job bank and job cluster register. If a suitable match is attained, the individual is to be referred out to that job if at all possible. A suitable match is defined as one in which the individual has occupational adjustment factor of plus 25 or above and a job match index of plus 50 and above.

If the individual does not attain a suitable match to a job which is then currently open, the individual is then to be placed in a "people register" for subsequent matching to be developed as described in II above. In this way, maximum

use will be made of the work expended in collecting person profile data and job profile data.

The matching of jobs against the "people bank", however, requires that certain activities be undertaken in updating and maintaining the "people bank" in a current status as follows:

a) The "people bank" should be purged as to include only those persons included in and processed under the OEO contract.

b) Applicants who have been placed in jobs or who are known or determined to be no longer actively engaged in the job market or do not meet the criteria outlined at the beginning of this paragraph III are to be deleted from the "people bank".

c) Individual "people banks" consisting of not more than 250 active job applicants will be made available on the computer system.

d) Follow up will be made on applicants whose records have been in the "people bank" for 60 days or more to determine if they still meet the criteria noted previously. Records for those who do not and are not considered "actively in the job market" will be deleted from the "people bank".

IV. RECORD KEEPING AND REPORTING

1. Record Keeping

A) SICL Files - Separate files will be maintained for each applicant processed and JOCL collected under the contract in order to provide detail support for reports which must be rendered to the OEO contracting officer.

The applicant file will consist of the following

a) The BICC application form designed jointly by BICC and ADP Personnel Data Systems, Inc. staff (see Appendix A attached).

b) A copy of EVERY computer match with appropriate notations indicating the action taken and the results of such action, etc. These notations will be used as data to be contributed for the completion of the final report as noted in Clause I Section B 4 - A through H on page 2

of the OEO contract schedule.

c) Narrative and other data collected by BICC during its normal course of operation.

B) JOCL Files - The JOCL file will consist of the following data:

a) Name and address of company providing job.

b) Indicate if company is located in area serviced by public transportation.

c) Number of job openings for each profile (to be updated as additional jobs are made available).

d) Wages, commissions, shift differentials and other special compensation, if any.

e) Hours per week to be worked.

f) Other special job requirements and/or conditions.

g) Type of job (include DOT code where possible).

h) Original tools used in the job profiling process, e.g., JOCL, Job Profile Sheet (reflecting normalizing techniques, etc.).

i) Other data collected by BICC staff considered pertinent to evaluation of the project.

2. Reporting

In accordance with the terms of the contract under Clause I Section B 2 "the first report shall detail the first sixty (60) days of operation indicating the state of applicant recruitment and job profile development:". Subsequent reports are due every 60 days thereafter for the term of the contract.

*1st Report
due now*

The detailed information required in these reports is covered in Clause I Sections C a and C b.

In order to provide the time necessary for data analysis and synthesis for the three sections of the operation, cut off for data collection will be on the 15th calendar day of every other month with reports due in the office of ADP personnel Data Systems, Inc. on the 5th calendar day thereafter.

The due date of your first report, normally September 20th, is hereby extended to September 25th. The second report, however, will be due on November 20th.

Attached, for your convenience, is an additional copy of the GEO reporting requirements.

APPENDIX A

Control No. _____

Computer Record No. _____

Last Name

First Name

Initial

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Additional Data - Line 1

Address

City

Zip

20

R

Additional Data Line 2

Input Date

Agency

Mo.

Day

Yr.

Telephone No.

30

Birthdate

Mo.

Day

Year

Sex

E.G.

M.S.

No. Dep.

Military Status

Rec.

Driv.

Car

Grade

SES

OCCE ADJ.

DIFF. INDEX

M - Married
D - Divorced
S - Single
W - Widow (er)
X - Separated

A - Arrested : No Conviction
N - Narcotic Conviction
P - Pending Trial
T - Theft
O - Other
C - No Record

T 1

T 2

T 3

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P 1

P 2

P 3

P 4

I 1

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I 3

I 4

CLAUSE I. STATEMENT OF WORK:

A. Detailed Requirement

The Contractor shall provide for a twelve (12) month's period all necessary qualified personnel, facilities, materials and services (including travel and per diem) required to assess and match to jobs thirty-five hundred (3,500) disadvantaged individuals using the Cleff Job Matching System (CJMS).

In the conduct of this work, the Contractor shall carry out the following tasks:

1. Use the Cleff Job Matching System to match and attempt to place 3,500 unemployed and underemployed poor persons in the Newark, New Jersey labor market area.
2. Provide for a distribution of Black, Anglo, and Spanish speaking persons consistent with representation of each group among the unemployed and underemployed.
3. Provide for a control group of persons (Black, Anglo, and Spanish-speaking) proportionally representative of the experimental group.
4. Provide for referrals for both the experimental group and the control group to public and private sector jobs at a ratio of 1:2.
5. Provide for recruitment, matching and job profiling through (1) the Business and Industrial Coordinating Council (BICC) of Newark, New Jersey, (2) Model Cities projects and (3) the New Jersey Rehabilitation Commission in groups of approximately 1000-1200 applicants for each of the above three organization. The final referral and job placement to be the responsibility of each of the above organizations in accordance with their regular operating procedures.
6. Provide for the data necessary for the evaluation of the program and reports specified under Deliverable Items and Schedule below.
7. Conduct five (5) information and training seminars of approximately two (2) days duration each at Contractor's or BICC premises. The information portion of the seminars shall provide data on progress to date. The training portion of the seminars shall provide training for potential users in the operation of the CJMS. The first seminar will be held at the end of four (4) months of operation, the remainder on a bi-monthly basis. The Contractor, in conjunction with the OEO Project Manager shall notify participant's from the following groups:
 - (a) Private employers and Associations
 - (b) Public Employer (Government)
 - (c) Government Manpower Program operators i.e., WIN, CEP, NAB, etc.
 - (d) Independent Sectors Manpower Program Operators i.e. BICC, OIC, BEU, Urban League
 - (e) Special Emphasis Programs i.e. Health, Vocation Rehabilitation Migrant Workers, Welfare Family Assistance

Travel and per diem expenses will be borne by the participants

SCHEDULE

CLAUSE I. STATEMENT OF WORK (Continued):B. Deliverable Items and Schedule

Submit the following reports and data to the Project Manager during the period of this contract:

1. A statement within thirty (30) days of the date of award, indicating the random selection process to be used with the experimental and control groups. The statistical basis for determining the size of the control group and the subgroupings to be used for the purpose of comparisons shall be included in the statement.
2. Progress report, six (6) copies every two (2) months, by the 10th calendar day of the month succeeding the reporting period, detailing the work performed hereunder. The first report shall detail the first sixty (60) days of operation indicating the state of applicant recruitment and job profile development; the remaining reports shall include data to be utilized in the seminars.
3. Six (6) copies of training materials developed for the information and training seminars to be conducted hereunder. This material shall cover:
 - (1) the overall operation of the CJMS as an integral part of the using organization's operation, (2) the recruitment and training of staff for the CJMS, (3) the administration of the Self Interview Check List for applicants, (4) job development using the Job Outline Check List, (5) interpretation of results of the matching process (6) technical systems operations concerning the computer and associated activities (7) counseling using the CJMS and (8) general administrative requirements.
4. Final Report, Six (6) copies and one (1) reproducible copy therefor, summarizing the Contractor's total effort hereunder and including the training package developed during the contract period, upon completion of all work hereunder.

The Final Report shall include the information collected in the performance of this contract pursuant to BICC Forms "Appendix D" of the Contractor's proposal as well as the following operation data:

- A. Effect on hiring
- B. Effect on retention
- C. Effect on mobility or advancement
- D. Effect on quality of job (wages, types)
- E. Effect on job performance.
- F. Effect on turnover (individual and job)
- G. Effect on public and private job
- H. Effect on Spanish speaking, Black, Anglo

SCHEDULE

CLAUSE I. STATEMENT OF WORK (Continued):

One (1) copy of each report under 1, 2 and 4 above shall be submitted concurrently to the OEO Contracting Officer.

C. Reporting Information

Reports shall include the following information.

a. Activity Status

- (1) Selection of Applicants for Experimental Group
- (2) Selection of Applicants for Control Group
- (3) Non-OEO Training and Support Services
- (4) Job Profiling
- (5) Job Placement
- (6) Computer Operations
- (7) Evaluation

b. Statistical

- (1) Number in Experimental Group
- (2) Number in Control Group
- (3) Number of Jobs in Job Bank
- (4) Number of People Placed in Jobs
- (5) Number in Training Programs Related to Job Placement
- (6) Number referred to other Agencies for Assistance
- (7) Retention to Date
- (8) Detailed Data

- (a) Sex and Age
- (b) Ethnic Make-up of Group
- (c) Education Level
- (d) Income Level Prior to Placement
- (e) Employment History - Individual's Turnover Rate
- (f) Previous Contact with other Agencies
- (g) Arrest or Conviction Record
- (h) Placement Wage Range
- (i) Placement Wage Average
- (j) Occupational Adjustment indexes
- (k) Match Indexes
- (l) Profile Difference Indexes
- (m) Match/Difference Ratios